ACTION VERBS
Adapted, enlarged list inspired by Employment Development Department of Palo Alto, CA

Management Skills
- reconciled
- recruited
- spoke
- translated
- wrote

Research Skills
- clarified
- collected
- critiqued
- diagnosed
- evaluated
- examined
- extracted
- identified
- inspected
- interpreted
- interviewed
- investigated
- organized
- reviewed
- summarized
- surveyed
- systematized

Communication Skills
- addressed
- arbitrated
- arranged
- authored
- corresponded
- developed
- directed
- drafted
- edited
- enlisted
- formulated
- influenced
- interpreted
- lectured
- mediated
- moderated
- motivated
- negotiated
- persuaded
- promoted
- publicized

Financial Skills
- administered
- allocated
- analyzed
- appraised
- audited
- balanced
- budgeted
- calculated
- computed
- developed
- forecast
- managed
- marketed
- planned
- projected
- researched

Technical Skills
- assembled
- built
- calculated
- computed
- designed
- devised
- engineered
- fabricated
- maintained
- operated
- overhauled
- programmed
- remodeled
- repaired
- solved
- trained
- upgraded

Creative Skills
- acted
- conceptualized
- created
- designed
- developed
- directed
- established
- fashioned
- founded
- illustrated
- instituted
- integrated
- introduced
- invented
- originated

Performing Skills
- performed
- planned
- revitalized
- shaped

Helping Skills
- assessed
- assisted
- clarified
- coached
- counseled
- demonstrated
- diagnosed
- educated
- expedited
- facilitated
- familiarized
- guided
- referred
- rehabilitated
- represented

Clerical or Detail Skills
- approved
- arranged
- cataloged
- classified
- collected
- compiled
- dispatched
- executed
- generated
- implemented
- inspected
- monitored
- operated
- organized
- prepared
- processed
- purchased
- recorded
- retrieved
- screened
- specified
- systematized
- tabulated
- validated